

10 March 1952

TO : Chief, Administrative Service, General Services Office

ATTENTION: [REDACTED]

SUBJECT: Evacuation Plan - [REDACTED]

1. In accordance with attached memorandum, 19 December 1950, all CIA Buildings are required to develop and put into effect a fire and evacuation plan. To date the undersigned has not received any such plan for [REDACTED]

2. It is requested that such a plan be developed for this location as soon as possible. The attached memorandum will serve as a guide and further assistance may be obtained from the undersigned. To help in the direction and instruction of personnel, placards, as enclosed, are available for posting throughout the building.

3. When the plan is completed it should be forwarded to the undersigned for review before being put into effect.

[REDACTED]  
CIA Safety Officer

Attachment: Memo 19 December 1950  
3 Placards